

7 February 1978

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing of House Select Committee Staff Member

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1. (U/AIUO) Mr. Richard Giza, a staff member of the House Select Committee, requested through [REDACTED] Office of the Comptroller, a briefing on ADP in DDA. This was given to him on 1 February 1978 at 2:00 p.m. in the DDA Conference Room.

2. (U/AIUO) The briefing was the final one in a series on ADP in the Agency received by Mr. Giza during the past few weeks. The initial briefing was given by D/ODP. The organization of this DDA briefing was consistent with the content and thrust of Mr. May's briefing.

The salient points:

a. The DDA is responsible for management of Agency systems for control of human, financial and material resources.

b. These systems constitute the major portion of the Directorate's ADP activities. These six systems are -- GAS, FRS, CONIF (OL and OF), ICS (or SUPPLYMAN), PAYROLL and PERSIGN, all of which were identified by Mr. May in his briefing as being among the major ADP projects supported by ODP.

c. Commencing in 1973 and building on the foundation of initial work on an integrated data management system, the DD/A's predecessor (DD/M&S) directed incremental, modular development of these systems. The systems are designed to meet the hierarchy of vertical and horizontal needs, to observe security standards, to recognize goals of other subsystems, and to respect relationship among the subsystems.

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d. Statistics were presented to underscore the fact that the DDA looks to ODP almost exclusively for both hardware and software support. The computers used by DDA (other than those in ODP) serve dedicated purposes -- e.g., OL's ETECS in P&PD.

e. Reference was made to the various ways the Agency manages and controls ADP as described by Mr. May. Mr. Giza was then briefed on the Directorate of Administration's MBO-ADP program which is reviewed quarterly by the DD/A and office directors in "Executive Committee" session.

3. (U/AIUO) Representatives from the cognizant offices then briefed on the following specific projects:

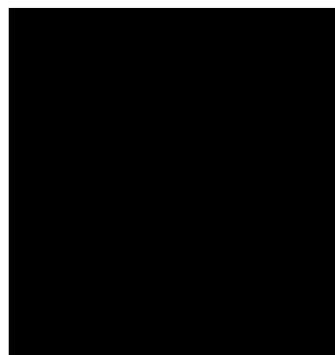
GAS, FRS (and interface with  
PAYROLL, ICS, and CONIF)

CONIF (OL)

ICS

PAYROLL

PERSIGN



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4. (U/AIUO) Mr. Giza asked only a few questions.

a. One of particular note was his question of [REDACTED] as to whether the Agency would be able to support other members of the Intelligence Community.

[REDACTED] replied that the Agency does provide some support to DIA at the present time, and it would appear we have the capability to provide additional support to the Community. However, we would have to know the specific needs and requirements in relationship to our capability.

b. All questions appeared to be answered to his satisfaction with one exception. On the list of dedicated computers used by DDA was OC's for TEMPEST testing.

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Mr. Giza asked if all TEMPEST testing was done with the use of that computer. OC has prepared a written response to this question which has been forwarded to O/COMPT (copy attached).

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Attachments:

1. Attendees at Briefing
2. OC's Response to Question

Distribution:

Orig - DDA/MAS Subj w/atts  
1 - [REDACTED] O/Compt w/atts  
1 - [REDACTED] O/Compt w/atts  
1 - DDA Subj w/atts  
1 - DDA Chron w/o atts  
1 - DDA/MAS w/atts

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ORIG:DDA/MAS: [REDACTED] (7 Feb 78)

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CONF

## BRIEFING FOR SENATE SELECT COMMITTEE

1 FEBRUARY 1978

ROOTS:

CONIF, an acronym for Contract Information, is an automated system for storage and retrieval of information on CIA contracts. In about 1965 management realized that there were significant benefits to be derived through efficient storage and retrieval of contract information. In 1966 a study of CIA procurement practices and organization was performed by Peat, Marwick and Mitchell. Among other recommendations, the firm suggested that CIA decentralize its R&D procurement and, at the same time, establish an automated contract information system which would facilitate management overview of the decentralized system.

OBJECTIVES:

The objectives of the CONIF system have expanded as the system has evolved. The original system, conceived as a tool for management overview, has also gained progressively in its value to the contracting teams. It currently is being interfaced with Office of Finance systems to expedite the payment of vendor invoices and also support contract audit operations.

EVOLUTION:

CONIF-1 - This system was developed using the TSAR software. It produced 18 standard reports and had limited on-line query capability, but had few edit and validation capabilities. (1966)

CONIF-II - This system was a pilot system using the newly-acquired GIM-I software. This system had improved reports, extensive on-line query capabilities, a batch update capability, and complex file relationships (most of which exist today). This system did not satisfy all of Office of Logistics' (OL) original requirements. Customer experience surfaced various deficiencies in the system. (1973)

3/1/78 - AT RICHMOND  
C/RMS/OC GPHS  
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CONIF-IIA - This was an interim system to utilize enhanced GIM-II software and provide OL with GIM-II enhancements while avoiding a total redesign of CONIF. Batch updating continued with this system. (1974-1975)

CONIF-III - This system used GIM-II software and satisfies remaining OL CONIF requirements. It resolves known deficiencies and provides an on-line update capability. Office of Finance requirements for invoice payment and contractor auditing will be satisfied. (1977)

#### CAPABILITIES:

All capabilities for on-line query inherent to the GIM-II user language (record selection, list, total, count, extract, etc.)

On-line update capability through menu formats.

Update security applicable to the team responsible for the contract action.

Standard reports and the capability to produce ad hoc reports through use of Basic Automatic Report Formatter (BARF).

Capability to move settled contract actions to an off-line data base.

#### APPLICATIONS:

Oversight: The continuing investigation of CIA and increased oversight by the Rockefeller Commission, the Senate Select Committee, and the House Select Committee have, since late 1974, caused a significant increase in requirements for contract information.

Freedom of Information (FOIA): Changes in Federal law which made CIA subject to the FOIA have resulted in hundreds of requests for information on CIA contracts.

Socioeconomic: Procurement law includes requirements for storage and retrieval of information in such areas as small business and contracts with minority business firms.

Performance Measurement: There is a continuing requirement for information on our top ten contractors, the level and type of contract activity, overrun information, and the amount of sole source versus competitive procurement.

Special Congressional: Value of contracts in a particular constituent area, value of contracts with a particular contractor, percentage of classified versus unclassified contracts.

UNIQUE:

The entire CIA procurement system is structured in such a way that, as required by our Act, sources and methods are protected. This involves classification in many situations of CIA association with a particular contractor. This classification may be necessary to protect the fact that the Agency is delving into a particular technical field or to eliminate potential traceability of an item which may ultimately be shipped to and used in an overseas activity.

SUMMARY:

The accuracy and utility of CONIF have progressively increased as has management reliance on the system. Demands for information are so great in 1978 that managing a procurement activity, without support of an automated data system, is not feasible. Unique security requirements built into the Agency system may negate interchangeability between our system and other Federal procurement data systems.

PROPOSED AGENDA  
BRIEFING OF MR. GIZA  
1 February - 1400

ADP IN DDA

STATINTL

INTRODUCTION

FINANCE

GENERAL ACCOUNTING SYSTEM )  
FINANCIAL RESOURCES SYSTEM )  
CONTRACT INFORMATION SYSTEM )

PROCUREMENT

CONTRACT INFORMATION SYSTEM

SUPPLY

Inventory Control System

PAYROLL

Agency Payroll System )  
Agent Payroll System )  
CIARDS )

PERSONNEL

Personnel Assignment (PERSIGN)

~~Security~~

~~STAND-ALONE SYSTEMS~~

*Campbell*

*10m5 -*  
*05*



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19 January 1978

MEMO FOR: Mr. Malanick

STATINTL

FROM : [REDACTED]

SUBJECT : Briefing of House Select Committee Staff Member

Mike:

STATINTL

1. Yesterday afternoon [REDACTED] called to alert me that Mr. Richard Giza, a staff member of the House Select Committee, has requested a briefing within the very near future on use of ADP by the DDA. Terry referred me to [REDACTED] the O/Compt ADP man, for further details.

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2. Mr. Giza has been briefed by Danny May on ODP. Mr. Giza subsequently requested, and received, more detailed briefings on ADP from DDO, NFAC, DDS&T and, separately, CAMS, TADS, and NPIC. Terry tells me that he and Chuck attempted, without success, to dissuade Mr. Giza from requesting a briefing on DDA inasmuch as they thought much of it had already been covered by Danny in his briefings.

3. On the presumption that you would want MAS to commence the spadework on this, I asked Chuck to stop by this morning to give me some background on the request and on Mr. Giza, to proffer words of wisdom, and to critique initial ideas for organization and presentation of the subject.

a. Chuck stated that the Committees are questioning whether ADP is under control and are surveying use of ADP throughout the Community. Chuck opined that their attention is not focused so much on CIA as on the other members of the Community whose dedication of resources to ADP outshadows that of the comparatively small amount committed by CIA.

b. In answer to my question, Chuck said that it is not certain where Mr. Giza fits into the Committee staff hierarchy which appears to be a "heterogeneous" mix. His area of functional interest is evaluation rather than budget resources. He appears not to be overly

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concerned with fine distinctions we must make in our program documents of what is and what is not ADP--i.e., computers vs. "dedicated devices" (which gives us a little more elbow room). Chuck said that Mr. Giza does not want to meet with hordes of people and is not looking for briefings by "the brass." [REDACTED] is the most senior official to brief him.) STATINTL

c. Mindful of the words of wisdom offered by Chuck on areas of interest to Mr. Giza, we're drafting a proposed briefing outline for your approval. Chuck concurred with our thesis that in this case DDA is a "customer" of the Agency-wide services provided by ODP. Therefore, the focus of the briefing will be on the major ADP uses--most of which, but not all, are supported by ODP--by the several functional offices of the Directorate. Since ODP as a "customer" of ODP is so small, the briefing agenda probably will not permit time to cover that minimal effort. We are going to suggest that the agenda commence with a short introduction to the Directorate, to provide perspective, and then briefings by the most knowledgeable individuals on the major DDA activities using ADP techniques. It is envisioned that although recognition will be made of the fact that many of the DDA uses are similar to those found in other agencies--payroll, accounting, supply--emphasis will be placed on those aspects peculiar to the Agency. These would, for example, include agent pay, cover, security clearances, etc.

d. Chuck called me later in the morning to confirm a briefing date of 1 February at 2:00 p.m. in the DDA Conference Room.

4. Will appreciate receiving your comments.

[REDACTED] STATINTL

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~~ADP MANAGEMENT IN CIA~~

AGENCY-WIDE

- CENTRAL PLANNING AND CONTROL OF MAJOR INVESTMENTS
  - EAG SUPPORTED BY COMPTROLLER
- CONTROL OF NEW ADP ACQUISITIONS
  - ADP CONTROL OFFICERS
  - ODP
  - OL
- MAINTENANCE OF AN ADP MANAGEMENT INFORMATION SYSTEM
  - ODP SUPPORTED BY ADP CONTROL OFFICERS

CENTRAL SERVICES

- ANNUAL REVIEW AND APPROVAL OF CONSUMPTION OF CENTRAL SERVICES
  - EAG SUPPORTED BY ODP
- REPORTING AND CONTROL OF CONSUMPTION
  - ODP
  - ADP CONTROL OFFICERS
- CONTROL OF NEW APPLICATIONS DEVELOPMENT
  - ADP CONTROL OFFICERS
  - ODP

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SUBJECT

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PROCEDURES FOR  
CENTRAL PLANNING AND CONTROL OF MAJOR INVESTMENTS

- o FOR EACH RESOURCE PACKAGE DURING AGENCY PROGRAM REVIEW:
  - ADP FUNDS AND POSITIONS ARE SEPARATELY IDENTIFIED
  - FIVE YEAR PROJECTIONS FOR ADP FUNDS AND POSITIONS ARE INCLUDED
  - NEW ADP SYSTEMS AND MAJOR ENHANCEMENTS ARE FULLY EXPLAINED AND JUSTIFIED
- o COMPTROLLER REVIEWS ABOVE AND PREPARES PROPOSED AGENCY PROGRAM PLAN
- o ALL ADP PROJECTS COSTING OVER \$250K FOR ADP PRESENTED TO EAG FOR REVIEW AND APPROVAL

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SUBJECT

PROCEDURES FOR

CONTROL OF ANNUAL CONSUMPTION OF CENTRAL ADP SERVICES

- o USER AND ODP JOINTLY PREPARE PROJECT DECISION SHEETS FOR EAG REVIEW
  - WHAT? - DESCRIPTION OF ADP SERVICES REQUIRED
  - WHY? - JUSTIFICATION IN TERMS OF MISSION SUPPORT OR COST/BENEFITS
  - HOW MUCH? - OVERALL COST TO DEVELOP AND OPERATE
  - IMPACT? - LOADING ON CAPACITY OF CENTRAL FACILITIES
- o EACH ADP PROJECT COSTING OVER \$250K ANNUALLY IS REVIEWED AND APPROVED BY EAG
- o INITIAL ONE-TIME EAG REVIEW/APPROVAL TO VALIDATE CURRENT USE OF CENTRAL FACILITIES
- o THEREAFTER, REVIEW/APPROVAL OF NEW OR SIGNIFICANTLY EXPANDED PROJECTS
- o MONTHLY REPORTING ON ACTUAL CONSUMPTION OF CENTRAL SERVICES BY EACH PROJECT
- o MONITORING CONSUMPTION BY COMPONENT ADP CONTROL OFFICERS

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ADDITIONAL ADP MANAGEMENT ISSUES

UNDER CONSIDERATION BY EAG

• ADP IN GENERAL

- ESTABLISHING OR IDENTIFYING AGENCY CENTRAL MANAGEMENT POINTS FOR:
  - POLICY FORMULATION
  - MANAGING POLICY EXECUTION
  - REPRESENTING AGENCY'S INTERESTS TO OUTSIDE ORGANIZATIONS
  - LONG AND SHORT RANGE AGENCY-WIDE PLANNING
  - MANAGING THE ADOPTION OF ADP STANDARDS
- ESTABLISHING AN AGENCY-WIDE ADP PROFESSIONAL CAREER SERVICE

• MINICOMPUTERS IN PARTICULAR

- ESTABLISHING A CENTRAL TECHNICAL SUPPORT ORGANIZATION
  - TECHNICAL ADVICE AND ASSISTANCE
  - FEASIBILITY STUDIES
  - STANDARDIZATION

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SUBJECT



OFFICE OF DATA PROCESSING

MISSION:

THE DIRECTOR OF DATA PROCESSING IS RESPONSIBLE FOR:

- APPROVING PROPOSALS FOR THE ACQUISITION, DEVELOPMENT, AND USE OF ADP SYSTEMS BY AGENCY COMPONENTS.
- PROVIDING CENTRAL ADP SERVICES AND FACILITIES.

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Areas of Computer Support

- Intelligence collection
- Intelligence production and analysis
- General management

Intelligence Collection

- Antenna design
- Spacecraft simulation and testing
- Mission planning
- Orbital calculations
- Telemetry analysis
- Photo image enhancement

Intelligence Production and Analysis

- Economic models
- War gaming
- Cartographic development
- Order of battle
- File building and retrieval
- Text editing and document preparation

General Management

- Budget
- Payroll
- Contract information
- Inventory control
- Personnel
- Building security

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